

Name	Water Ski Canada Official's Committee (OC)
Type	Official's Committee
Reports to:	Water Ski Canada Council (WSC Council)
Purpose	<p>The OC is a Technical Committee of Water Ski and Wakeboard Canada (WSWC) reporting to the WSC Council.</p> <p>The Committee's purpose is to direct, oversee and develop officials for WSWC's water ski activities.</p> <p>The WSC Council is accountable for ensuring that the organization has the appropriately qualified officials to ensure that tournaments are run consistent with WSC Rules and the International Water Ski &amp; Wakeboard Federation (IWWF) rules (when necessary). The WSC Council has enlisted the benefit of the Official's Committee as an expert group who, in turn, are asked to provide the necessary and valued leadership, services and products, consistent with WSWC's values, annual business plan, approved budget and policies.</p>
Duties & Responsibilities	<p>The Committee will perform the following duties</p> <ul style="list-style-type: none"> <li>• Act as a liaison between WSWC and the IWWF regarding officials</li> <li>• Name appropriately qualified officials for WSC Nationals and assist in recruiting officials for regionals</li> <li>• Submit names of qualified officials to the IWWF for consideration of international tournaments</li> <li>• Assist in running officials' clinics</li> <li>• Provide tools for officials to maintain and upgrade their levels</li> <li>• Publish a Canadian Officials List</li> <li>• Oversee the "Officials Qualifications &amp; Rating Criteria" &amp; selection process</li> <li>• Review and approve recommendations for level 3 / RC officials' advancement</li> <li>• Oversee the annual submission of officials Records of Experience process</li> <li>• Work with the Provincial Sport Organizations annually to determine where officials development is required</li> <li>• Oversee the Level 3 Rules Exam and review regularly / as needed</li> <li>• Appoint members to the Officials Evaluation Sub-Committee (OESC) and oversee as outlined in the OESC Terms of Reference</li> <li>• Annually review the officials resources on waterskicanada.ca</li> <li>• Keep officials notified of current rule changes</li> <li>• Provide leadership and direction for water ski scoring systems in conjunction with the Technical Committee</li> <li>• Provide oversight to the WSC Council and WSWC on of the development of policies related to WSC's Official's programs.</li> <li>• Review and make recommendations to revise terms of reference.</li> </ul> <p>Committee Members are required to:</p> <ul style="list-style-type: none"> <li>• Attend meetings</li> <li>• Come prepared to meetings</li> <li>• Engage respectfully</li> </ul> <p>Duties of the Chair:</p> <ul style="list-style-type: none"> <li>• Develop the agenda for committee meetings in consultation with committee members</li> <li>• Chair the meeting and ensure that the committee makes recommendations within its mandate and WSWC policies and plans</li> <li>• Represent the committee to the WSC Council</li> <li>• Stay informed on relevant organizational policies</li> <li>• Ensure that committee members are informed of all critical matters</li> </ul>

Composition	<p>The Committee shall be comprised of 7-9 members inclusive of the Chair</p> <p>The Committee members will be appointed by the WSC Council.</p> <p>Standing Members of the Committee are:</p> <ul style="list-style-type: none"> <li>• WSC Council Chair</li> <li>• WSWC CEO or their designate (ex officio)</li> </ul> <p>The Chair has the authority to invite non-voting individuals to attend committee meetings and consult with the OC.</p>
Quorum	A quorum for a Committee meeting will be a simple majority.
Committee Chair Position	<ul style="list-style-type: none"> <li>• The Chair position is appointed by the Committee and must be ratified by the WSC Council</li> <li>• The Chair position will be appointed biannually in the Fall (2-year term – maximum of 3 consecutive terms)</li> <li>• The Chair of the Committee does not vote but may cast a vote in the event of a tie</li> <li>•</li> </ul>
Committee Term	<ul style="list-style-type: none"> <li>• All members of the Committee will serve terms of two years</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• The Committee will ideally meet at least once per year in person and may meet more frequently as required by teleconference.</li> <li>• The Committee will endeavor to meet with its constituents annually at the Water Ski Nationals.</li> <li>• Meetings of the Committee will be at the call of the Chair or WSC Council.</li> <li>• Meeting expenses are part of the Committee budget.</li> </ul>
Conflict of Interest	<ul style="list-style-type: none"> <li>• Each Committee member will be required to complete a Conflict of Interest declaration when appointed to the Committee</li> <li>• A Conflict of Interest declaration spreadsheet will be reviewed and updated at each meeting as a best practice to ensure effective and transparent decision making</li> </ul>
Authority	<ul style="list-style-type: none"> <li>• The Committee has the authority to appoint the Chair position.</li> <li>• The Committee does not have the authority to remove a Committee member but can make application to the Water Ski Council to do so.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• The Committee reports to the WSC Council</li> <li>• The Committee will minute all meetings and provide those minutes to the WSC Council promptly after every meeting</li> <li>• The Committee will provide reports at the WSC Council meetings and Town Hall Meetings; and as required / requested by the Council and / or WSWC.</li> </ul>
WSWC Veto	<p>Notwithstanding the authority of the WSC Council to oversee the sport, WSWC retains a veto over such matters if, in the opinion of WSWC:</p> <ul style="list-style-type: none"> <li>• they present an unacceptable safety risk</li> <li>• they threaten the image and reputation of WSWC or the sport, or</li> <li>• they impose financial costs that have not been accommodated in Council-approved budgets.</li> </ul> <p>This veto power will only be exercised in extenuating circumstances and in a reasonable fashion.</p>
Budget	The budget for the Committee will be approved by the WSC Council
Approval and Review	These Terms of Reference were approved by the WSC Council on August 20, 2020. This document will be reviewed annually by the Committee and the Council and will be updated by the Council as required.



Water Ski Official's Committee  
Terms of Reference

**Acknowledgement**

I, \_\_\_\_\_, hereby acknowledge that I understand, accept and agree to comply with the information contained in the Water Ski Official's Committee Terms of Reference.

Name (PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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